



U.S. MISSION WINDHOEK
Vacancy Announcement
Number: 20/2016

OPEN TO: All Interested Candidates / All Sources

POSITION: Public Health Specialist – Monitoring and Evaluation, FSN – 11; FP 04

OPENING DATE: August 18, 2016

CLOSING DATE: August 26, 2016

WORK HOURS: Full-Time, 40 Hours/Week

SALARY: Ordinarily Resident (OR): FSN-11 N\$ 523,899 p.a.
Not-Ordinarily Resident (NOR): FP-04*
*Final grade/step for NORs will be determined by Washington.

The U.S. Embassy in Windhoek is seeking eligible and qualified applicants for the position of Public Health Specialist (Monitoring and Evaluation) working for the Centers for Disease Control & Prevention (CDC).

BASIC FUNCTIONS OF THE POSITION

The Senior Public Health Specialist for monitoring and evaluation works under the supervision of the Strategic Information Team Lead and serves as the primary point of contact for CDC Namibia monitoring and evaluation activities. The incumbent serves as an expert public health advisor and CDC primary contact for monitoring and evaluation strategies for HIV, TB, STI programs and other health program activities.

The position identifies and recommends new evaluation strategies and develops improved program indicators and monitoring tools to enhance monitoring and evaluation of CDC Namibia program activities. The Senior Public Health Specialist shall exercise extensive independent judgment in planning and carrying out tasks, developing consensus among diverse stakeholders, representing the U.S. Government in critical technical and policy areas, resolving problems and conflicts, and in meeting deadlines.

The incumbent will also perform inherently USG functions such as managing contract and grants, budgeting, developing planning documents, and/or reporting.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. To request a copy of the position description, send an email to: HROWindhoek@state.gov

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education:
Masters (MPH, MSHP) Degree or host country equivalent in medicine, public health, nursing, laboratory science or epidemiology is required.
2. Prior Work Experience:
A minimum of five years of progressively responsible, professional-level experience working as a monitoring and evaluation specialist in a health/medical research organization, university or public health program implementing agency is required.
3. Post Entry Training:
 - The incumbent will be expected to possess the necessary technical training and skills required to perform the duties and responsibilities required of the position.
 - Post entry training will be focused primarily on PEPFAR and HHS/CDC established policies, procedures and regulations that govern: specific activity management, including monitoring and program assessment/evaluation and procurement systems.
 - Ongoing professional certification seminars focusing on program evaluation, practices, and procedures are required.
 - Agency-specific leadership development training, Project Management of Grants/Cooperative Agreements training are required.
 - Necessary post entry training will be provided on-site or at Regional or Atlanta based facilities. Scientific Ethics – one week; and IT Security Training – 2 days.
4. Language Proficiency:
English Level IV (fluency, reading/speaking/writing) is required.
5. Job Knowledge:
 - Strong knowledge of theoretical and practical concepts of monitoring and evaluation methodology, data quality assurance, analysis reporting and best practices in data dissemination and data use is required.
 - Good knowledge of data management processes and tools, including web-based database systems is required. High level of competency in managing data information and evaluations on large scale health or HIV/AIDS activities required.
 - Working knowledge of the objectives and operations of the USG, or the program activities of other international donor organizations, is required.
 - Thorough knowledge of the theory, principles, policies, implementation, and evaluation of USG supported infectious disease programs is required.
 - Knowledge of routine health information systems in developing countries, and knowledge of disease reporting systems is required.
 - In-depth specialist knowledge of PEPFAR, HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of HIV/AIDS programs is required.
 - Broad perspective and thorough knowledge of the principles of public health programs and practice including knowledge of organizational and operational concepts and practices applied by public, private, or non-profit agencies and organizations engaged in health related endeavors is required.
 - Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required.
 - Good working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts and cooperative agreements is required.
6. Skills and Abilities:
 - Advanced skill in use the Microsoft Office Suite software: Word, Excel, Outlook, PowerPoint; skills in at least one other of the more common epidemiologic data analysis software programs (EPIINFO, STATA, SAS, or SPSS) is required.

- Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare required written reports.
- Strong leadership skills are required to lead results-driven project teams and workgroups. Ability to readily analyze, understand and discuss new monitoring and evaluation program design, management and implementation approaches is required. This includes the development of survey indicators and monitoring systems, evaluation designs, use of reliable and valid instruments, field experience in data collection, and methods in data analysis.
- The incumbent will be expected to exercise a strong degree of judgment, maturity, ingenuity and tact to apply guidelines to unique and different settings, to interpret strategy, to analyze and identify priority actions, to coordinate varied schedules and sources of information and to generate and complete work plans within short time frame, as the work is highly complex and can be threatening to stakeholders.
- Considerable innovation will be required to influence other collaborative organizations engaged in Health, HIV/AIDS monitoring and evaluation programs to adopt appropriate strategies for their program activities.
- Strong skills in interpretation of program monitoring and evaluation data are required.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://windhoek.usembassy.gov/about-us/job-opportunities.html> and/or by contacting the Human Resources Office on telephone number +264-295-8500

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: local security certification or public trust.
5. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Provide any additional documentation that supports or addresses the requirements listed above.

WHERE TO APPLY:

The Human Resources Office

Subject: Public Health Specialist – Monitoring and Evaluation position

Email address: HRO@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.